

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-207

OPENING DATE: 22 June 2007

CLOSING DATE: 23 July 2007

ANTICIPATED FILL DATE: 19 Aug 07

POSITION TITLE AND NUMBER

Supervisory Supply Technician
PDCN 70207000, MD#: 4621-11

UNIT/ACTIVITY AND DUTY LOCATION

Army Aviation Support Facility # 1 (AASF #1)
NCARNG, Morrisville, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-2005-08 \$40,838.00 - \$53,093.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is NATIONWIDE. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. **NOTE**: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 18 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 18 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 18 months of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to establish and maintain effective work relationships.
2. Knowledge of regulations, and mechanized/statistical techniques in the computation and forecasting of quantitative requirements.
3. Knowledge of regulatory requirements governing the accounting for government property.
4. Knowledge of how to fill out, post, file, control, or code supply documents or transaction.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Warrant Officer/Enlisted position in the NCARNG is mandatory. (WO: CMF 150A, 151A, 915A, 918B/E, 920A/B; Enl: CMF 15, 63, 67, 92)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Supervises subordinates that are performing materiel management, resource tracking (DLR/CLIX), special TDME/tool transactions and hazardous material accountability. Establishes priorities, assigns work and revises assignments, based on abilities and special qualifications of employees. Establishes performance standards/goals and evaluates performance of subordinates based on attainment of those standards/goals. Establishes written instructions and procedures to clarify published guidelines for handling complex assignments. Ensures that quantity and quality of work performed are acceptable. Performs property book operations in the areas of inventory and storage management and equipment coordination. Ensures the property book sections periodically perform a visual inventory of all items. Maintains property book accountability utilizing an automated or manual supply accounting system. Establishes hand receipt files and maintains accountability by the use of hand receipt listings. Assures that all authorized property is on hand or has been requisitioned. Coordinates the assignment and transfer of inventory. Schedules, directs and conducts periodic inspections, to insure stock items are serviceable, properly stored, accounted for and maintained. Initiates Reports of Survey when required. Establishes internal supply Standard Operating Procedures (SOP) for the AASF. Establishes quality edit procedures and oversees the edit of all documents. Ensures that documents are accurate prior to entry into the automated or manual supply accounting system. Establishes administrative procedures and oversees the flow of documents and reports through the Property Book Officer (PBO) to assure complete, accurate and timely submission of data. Reviews and analyzes listings and reports produced by the automated system to resolve problems on error listings, and provide guidance to assigned personnel. Performs analysis of the property accounting and equipment status reporting system, to assure data provided is complete, accurate and timely. Coordinates with the United States Property and Fiscal Office (USPFO) for the lateral transfer and/or turn-in of excess property. Analyzes proposed transfer/turn-in action and its impact on readiness. Coordinates annual supply reconciliation with the USPFO. Coordinates the processing of backorder reconciliation and equipment status profiles. Develops supply budget estimates based on past experience and anticipated workload and provides input to the AASF budget. Implements regulatory safety and health requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. Establishes procedures for management of calibration, testing of TMDE, and monitors tool room operations, to include accounting for, issuing and replacing tools. Provides supervision over the Materials Examiner and Identifier who is responsible for the hazardous materials program (i.e., inspecting, receiving, sorting, accounting and classifying explosives, toxic chemicals, flammables, gas cylinders, radioactive material, and hazardous waste). May be required to provide supervision over the receipt, storage, transfer, issue, and accounting for bulk petroleum products. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1